

**DEPARTMENT OF CORRECTIONS
PRISON ISSUES BOARDS MEETING
Montana Women's Prison
701 South 27th St
Billings, MT
October 22, 2013**

Roll Call – Warden Joan Daly, Warden Martin Frink, Warden Tom Green, Warden Leroy Kirkegard, Commander Dan O’Fallon, MCE-Andrew Olcott, Patrick Smith.

Via telephone conference – None

Via vision Net- None
There is a quorum present.

“In accordance with Montana Code Annotated Section 2-3-103(1), the Board will hold a public comment period. Please note that this open forum period for comment is the public’s opportunity to address the Board on any topic that is within the purview of the Board. While the Board may or may not take action on the issues presented, the Board will listen to comments, may respond to questions, may ask that particular questions, or comments be submitted in writing, and may ask that the issue be placed on a subsequent agenda for possible discussion by the Board. The Chairman of the Board will determine the amount of time allotted for public comment.”

“Pursuant to Montana Law, the Chairman may decide to hold a meeting or part of a meeting in executive session due to interests of individual privacy, or individual or public safety or security of public facilities, including jails, correctional facilities, private correctional facilities, and prisons, if disclosure of the information may jeopardize the safety of facility personnel, the public, or inmates of a facility.”

Approval of minutes from the last meeting
Moved to approve the minutes -Warden Leroy Kirkegard
Seconded the motion -Warden Martin Frink
All approved

Welcome and introductions.

In addition to the above people, the following were present- Kurt Aughney, and Darren Bryce, Anthony Cacace, Angie Carter, Travis Harris, Lena Havron, Dale Henrichs, Louis Peterson, Kara Sperle, Carrie Villa, AW Tom Wilson.

Public-None in attendance.

Legislative and Management Team Updates – Warden Leroy Kirkegard

House Joint Resolution 16 is the study of correctional facilities that deal with mental illness, intellectual challenges and chemical dependency. Tours and the initial meeting for House Joint Resolution 16 went well; it was a good turn out and we will be waiting for statistics at the next meeting.

For consistency sake, Judy Beck is the contact person for HJR 16 and for any questions related to House bill 68 – The Reentry Task force. The next meeting of the Reentry Task Force is scheduled for the week on October 29, 2013.

Division Updates – Warden Kirkegard

Scott Catey is no longer the MDOC PREA Coordinator as he took another job with the National PREA in California. Patrick Sheehan, the new MSP policy/PREA coordinator, and Billie Reich will put together a work group to get with regional prisons to see if we are doing everything right concerning Prison Rape Elimination Act.

The media contacts have been getting excessive about trying to get people to talk to them without going through the proper channels. Warden Kirkegard advised everyone to make sure that they have gone through the proper channels before the media goes into your facility. He asked everyone to use discretion and keep the victims in mind when allowing this.

Warden Joan Daily has been to the Missoula conference on mental health. A Legislative subcommittee has been created to review mental health issues and Joan Daily stated it is a lot more complicated than most of them originally thought.

Update on MSP/MDOC Re-Entry Program, outline of case management plan- AW Tom Wilson

Tom Wilson stated how important Reentry is. Reentry is very critical because without it we end up with broken lives for the offenders and broken lives for the victims too.

The purpose of case management at Montana State Prison (MSP) is to create and maintain an environment conducive to offender change as measured by positive institutional behavior and reduced recidivism. The role of the case manager is to provide day to day offender case management through the use of available resources and the offender's Transition Accountability Plan (TAP). Case management duties include offender classification, need assessments, plan development, motivational interviewing, and responding to other identified needs. The case manager is responsible for working with the offender and Institutional Probation and Parole officers on successful discharge planning. Below are the four key concepts governing MSP's Case Management Process:

1. Risk; identifying offenders at the greatest risk of recidivating
2. Need; Identifying appropriate interventions
3. Responsivity: removing barriers to positive offender change
4. Fidelity: ensuring process integrity.

This will allow case managers to join other corrections professionals in engaging offenders at the point of their dysfunction and/or rebellion in order to protect people/property and provide restoration where possible.

Our goals, values and vision

1. Maintain the safety and security of the citizens, communities and homes.
2. Earn the public's trust through responsiveness and openness.
3. The reduction of the risk of offenders committing more crimes by enhancing treatment programs in secure facilities and increasing dependence on community corrections programs and services. This would help the offenders to become productive law abiding citizens and to also remain out of prison.
4. To emphasize offender accountability and rehabilitation, and to have staff professionalism and responsibility. This will help the public safety and the efficient use of tax payer's money.
5. The vision as leaders in corrections, department employees affect the quality of life for all Montanans by demonstrating and promoting honesty, integrity and accountability in all our public services.

Our Mission is to have a seamless plan of services and supervision and this is what we are striving for. House Bill 68 is to help with the transition for the offenders being released into the community. Reentry is going to happen in phases. The offender needs to believe and want to invest in what he is doing. The Programs Department is hiring a secretary and this employee will keep track of all the reentry statistics.

This is a program we are launching and building at the same time. Reentry has issues and problems problem that are being fixed as we go. A year ago we started working with and training the case managers. A Case Mangers procedures manual has been produced. Security and treatment staff are learning that it takes the two working together to get this done. In the past it seemed like we focused on paper not the inmate. The manual will help as a coaching document. All of this new information, and more, is available on the MDOC intranet, which is not currently available to the contracted facilities. MDOC will try to get this on the internet in the future, and if anyone wants this information now they can ask the contract monitors to print it off for them.

Pat Smith stated will still have a long way to go to implement it and see how it is going to work everywhere. Pat Smith stated he would like to get some input from the regional facilities as we go forward with this.

All the facilities within the Prison Issues Board agreed that they should continue to work and discuss the issues and whose responsibility it would be and what changes are needed when Reentry is ready to be up and running at the facilities.

Warden Kirkegard stated that the Parole Board is still a little confused and would like more information on what we are doing with Reentry.

Discussion on responses to public comment- All members and Legal

The discussion is how we respond to public comment that we have to post with the Prison Issues Board minutes. Legal is unsure on how or if we should respond to these. Warden Kirkegard thinks we should be able to respond to the comments that they send in. The Prison Issues Board would like to get a response/suggestion from our attorney's. Discussion was we should ask them to give a written response on how we should respond. Pat Smith suggested maybe it should be tabled until the legal department is present. All members agreed that that we should respond quickly and publish the response in the minutes too.

Warden Kirkegard presented a motion that " we (PIB) send a request to our Legal Department asking for a written response on how the PIB should respond to public comments that are given at the meetings or sent in to the PIB, and that we request an answer within 30 days of their receipt of the request."

Warden Joan Daly Second the motion

All approved. Chairman, Patrick Smith, agreed to send the request to our Chief Legal Counsel.

Roundtable Discussion on Inmate/Facility Issues

MWP Warden Joan Daly

Joan Daly has been designing new organizational charts for Montana Woman's Prison. Associate Warden of Security is Bob Paul. Also added was Associate Warden of operations. The Dog program is back on track and following policy and procedures. MWP has started a chart of who has work assignments with the facility and with MCE. MWP is trying to make the vocational assignments more real to the offenders to help them with their reentry into society.

Maintenance has replaced tile and carpet in parts of MWP that needed to be replaced. Medical department is getting back up and running and is looking for a licensed practitioner. All other positions were filled quickly.

Warden Frink invited Joan Daly up to Cross roads Correctional Center to look at their dog program.

MCE Andrew Olcott

MCE is getting prepared for fall cattle. This year FWP and MCE started a drawing to take a selected number of people on a regular season rifle hunt, where they normally only allow archery hunting. MCE is looking into doing more programs such as possibly a Barber College.

Dawson Warden Tom Green

Warden Tom Green stated the County side of Dawson County jail is still very full. Dawson County is looking at trying to expand the county jail. Since the College quit doing the GED testing, DCCF has been working on getting the program back in place and is now allowed to do the GED testing. The Case Manager left 3 weeks ago and he hopes to have it filled in the next couple of weeks.

MWP Charlotte Dolezal

Instead of the grievance conference this year, they went around to all the regional facilities doing grievance reviews. It let the administrators be part of the process and it seemed to help. The disciplinary conference was held on September 18, 2013 at MSP and was well attended. Kristy Cobban reports the annual grievance report should be done in December.

Policy - Kurt Aughney

Legal is still reviewing Inmate Welfare Policy. Kurt Aughney resent the Gate Money policy to the legal department and is waiting for their review.

The Draft for the Reentry policy was rejected because it was too vague. The policy is getting revised with more detail and then will be sent out for review again.

Quality Assurance Manager – Anthony Cacace

1.2.4 MSDS policy was revised. Under the old policy all chemicals needed to be logged. It will now mirror State policy.

The license review for Crossroads Correctional Center is November 4th – 6th.

GFRP- Lt. Darren Bryce -. They are working the wrinkles out as they go, and continue to work on good communications and teamwork.

GFRP- Dan O’Fallon- There has been a lot of changes on the state end. Christie Slaughter will be their IPPO now. Darren Bryce was promoted from Sergeant to Lieutenant. Their classification clerk, Karen Pepos is retiring February 28, 2014. They have the PREA policies up and in place. Investigations led them to how drugs were coming into the facility and a drug bust ensued. He believes they now have a great team in place on the State side.

CCC/Shelby – Warden Frink

Warden Frink said he has a new Health Service Administrator started who has lots of experience. He also expects he will need to replace a maintenance supervisor. He also reported the ACA accreditation is complete and he will gear up for the MDOC licensure.

Budget -Kara Sperle –State employee pay is still under negotiation. The pay is one of the lowest in the nation. Budget is working on trying to get the Correctional Officer wages up.

The County Jail hold is becoming high. The Adult Community Corrections numbers are high on the County Jail Hold list when usually it is the Secure Care numbers that are up.

Budget - Lena Havron

This should be my last Prison Issues meeting; it has been a great experience, a great 6 and half years. Thanks for everything. I have switched to the adult community corrections.

MSP - Warden Kirkegard

There is still staffing issues. MSP is still down 41 officers. There are 14 new officers in in the new class. No settlement yet in pay issues. Patrick Sheehan is the new policy specialist at Montana State Prison. In Lewistown there is no case manager or Supervisor right now. The TSCTC will be allowing four women at a time to be at the TSCTC and they will live in the TSCTC infirmary. The Correspondence policy is being reviewed and will be sent out when it is done. Major power outages have occurred at MSP and if it happens again it could cost many thousands of dollars. The problem is being assessed. The Water Project is completed.

Review of Inmate Compensation-Lena Havron

The pay of the inmate work assignments was not consistent. . The committee got hold of the regional facilities to see what they thought should be done. A committee was put together and this was fixed. We have talked about increases to the inmate compensation tables. Handouts show on bottom line what you would be short for each facility. Food services are paid on hourly so that 25 cent would be added by hour. Please everyone go back and look at what they would be paying and how this would affect anything. This would be out of the general fund. Kara stated that Deputy Director Wodnik said they may see issues with money going into the pay rate for the officers or to go to the Inmate pay increase.

Some facilities let them go school and work, and some thought that inmates should not get paid to go to school. Lt. Bryce said, I don't have an issues giving incentives to attend school, I only have a problem with the offenders that just hold off getting the GED so they keep getting paid, or just become full time students to make money and never move on to something else. I would like an incentive to finish it. There was more discussion about whether we should pay for inmates to attend treatment programs too.

Joan Daly said she needs it to be specific about gender issues. Pat Smith said he will send out a request to administrators for volunteers to start a committee and start looking at these issues. Pat said we need to keep it consistent for all facilities.

Review adjusted IWF Annual Budgets, Accounts & Global Fund Updates, Quarterly Requests, Funding Reviews, and New Business- Lena Havron and Angie Carter

We have set up a spreadsheet to track the IWF revenues and expenditures at your facilities. We realized it was not getting tracked, so she wanted to share this information. We are getting your reports and will be tracking the expenditures and revenue. Dawson County looks low but some expenses did not get put in the Global fund. This is what we are going to start tracking and report to the Prison Issues Board. Reference this for the future. The relief assistances tracking form is to determine where it was supposed to go and the provider. Any bus ticket that is provided will come out of each facility IWF fund.

Andrew Olcott - MCE

MCE is asking permission to issue a \$10 dollar canteen credit certificate for inmates completing the GED program. MCE will issue the credit for them and at the Canteen decrease the canteen inventory. This would be available for all the facilities. It is about 150 offenders a year.

Kara Sperle wanted to run it through IWF as a regular sale. It was decided to table till the next Prison Issues Board, until the legal department and others have a chance to look at it. Maybe it could be combined with the incentive idea Lt Bryce had related to paying for attending education.

Next agenda: It was asked to put on the agenda, the ten dollar canteen certificate. Second item put on the agenda is GED/school/treatment programs pay discussion.

Public Comment Period- None Present

Other Security/Confidential issues if needed

The next Prison Issues Board Meeting is tentatively scheduled for Tuesday January 21, 2014 from 10-2 at the Great Falls Regional Prison.